

## Instructions for Exempting Employees in Warren County Or Bowling Green Who Do Not Work in the Transpark from the ITA Tax

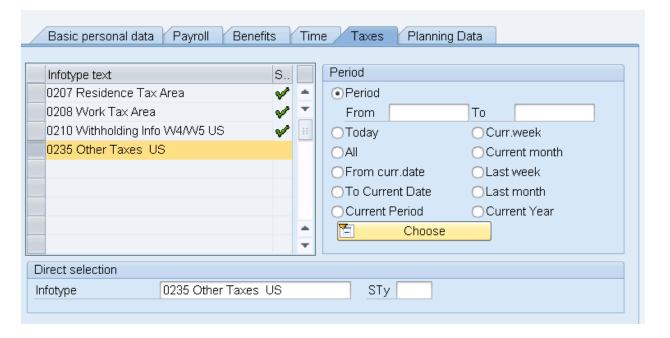


The Transpark is a development area in Bowling Green. Only employees working within the boundaries of the Transpark are subject to the occupational tax. In KHRIS, the tax is part of the Warren County calculation, and therefore any employee working in Warren County (KY0U) or Bowling Green (KY1D) who is not working within the Transpark must be *exempted* from the ITA (Intermodal Transportation Authority) tax on IT0235. If this step is not taken, the tax will be withheld against the employee's pay.

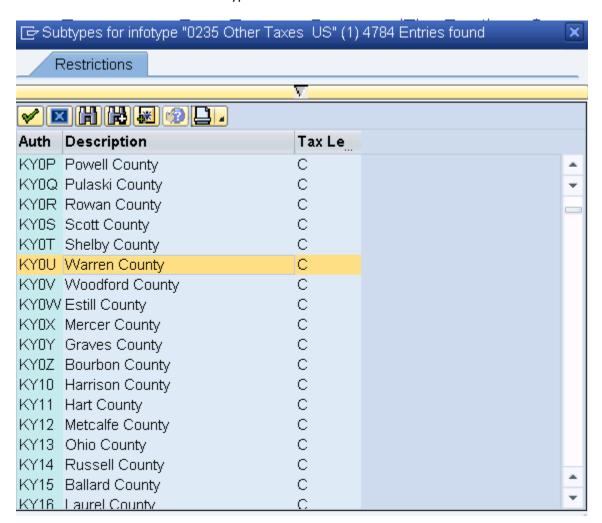
In order to exempt the employee from the TransPark tax, the HRA must use KYOU on IT0235 to exempt the employee from the ITA tax regardless of whether KYOU or KY1D is on IT0208.

To exempt an employee on IT0235 from the ITA/Transpark tax:

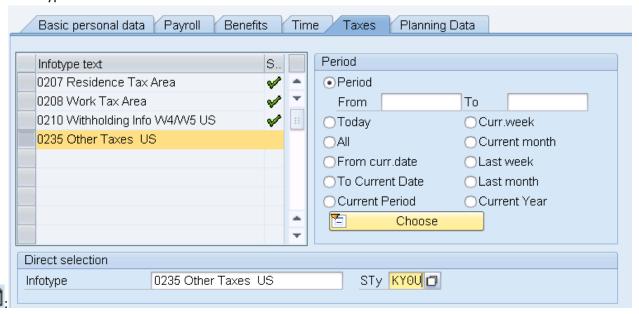
In PA30, select your employee and check IT0235 Other Taxes US and click Create .



You will need to enter or select subtype **KYOU**.



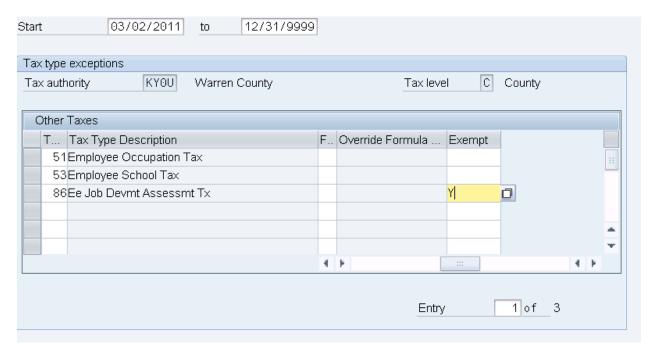
Alternately, under *Direct Selection* you may enter **0235** in the Infotype box at the bottom of the selection screen and enter subtype **KY0U** and then click **Create** 



Upon doing so and hitting Enter, the screen *Create 0235 Other Taxes US* will appear.

Enter the correct **Start** date for the exemption.

## Key a Y in the Exempt box for Tax Type 86, Ee Job Devmt Assessmt Tx



Save your work.